



City of Chipley



PUBLIC WORKS DEPARTMENT
671 Rustin Drive
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6346 - Fax: (850) 638-6314

Monthly Departmental Report to City Council

Date: March/2026

Prepared by: Guy Lane

Building Maintenance

1. **Daily-** (Shivers, Gilmore, Northside, Farmers Market) Pick up trash, clean and stock restrooms, and check for vandalism.
2. **Weekly-** (Glenwood Cemetery, Public Works, City Hall, Big Flag) Flag poles, ropes, flags, and lights are checked.
3. **Weekly-** (Glenwood Cemetery, Main Street, North & South Railroad Avenue, Farmers market) Empty the trash cans at these locations.
4. **Monthly-** (Public Works, City Hall, Fire Department, Police Department) Every month the lights, fire extinguishers, HVAC filters, smoke detectors, and timers are checked.
5. **Monthly-** (All traffic signals and crosswalks) The cabinets, filters, buttons and lights are checked at these locations.
6. **Monthly-** (Shivers, Northside, Gilmore) The playground equipment is checked monthly.
7. **Monthly-** Escort Cross Country to Jim Trawick Park and Bill Lee station for monthly service.
8. **Monthly-** Change door codes on bathrooms at Farmer's Market.

March Work Orders

1. Replaced State of Florida flag at Glenwood Cemetery.
2. Straighten flags and banners at the Farmer's Market.
3. Replaced timer on downtown antique streetlamp and reset timers due to time change.
4. Assembled a bookcase for City Hall.
5. Met with customers at Glenwood Cemetery to purchase plot.
6. Got quotes from auto body shops for City Administrator's truck repair.
7. Replaced a flag at the Historical Society.
8. Worked on electrical at Mongoven Building for antique streetlamps.
9. Took big USA flag down due to inclement weather and put back up.
10. Replaced bulb, photocell and contact switch on the lights at the big flag at Wendy's.

Water Department

1. **Monthly**- We have 243 fire hydrants in the system. We flush approximately 20 per month. We do this to ensure the hydrant is operating properly. We also weed eat around the hydrants, so they are easy to see and access.
2. **Monthly**- We have 177 water valves in the system. We turn 20 per month. We do this to ensure the valves are not seizing up.
3. **Monthly**- We have 25 dead end lines in the system. We try to flush at least 5 per month. We do this to keep the water from becoming stagnant in these lines.

DEP requires we turn every hydrant, valve, and dead-end line at least once per year. We record the dates and times for our DEP inspections.

Locates	35
Service Leaks	12
After Hours Service Leaks	2
Water Availability Request	0
Water Taps	1
Water Main Breaks	4

March Work Orders

1. Re-reads for City Hall.
2. Assisted Street Department with tree removal on 1st Street.
3. Assisted Building Maintenance Department with lighting.
4. Spotted water lines on Bennett Drive for contractors.
5. Put lime rock on drive at Old Roulhac.
6. Cut limbs back from around fire hydrants at the Industrial spray field.
7. Counted streetlights on Hwy 90 & Hwy 77.
8. Pulled meter at 651 Pearson Street for house demo.
9. Added cold mix to patch on 8th Street.
10. Cut dirt down around drain and added under sidewalk on South Blvd.
11. Cleaned leaves at Jim Trawick Park for baseball opening.
12. Lifted PBWN on McDougald Drive.
13. Put cold mix in old patch on Sinclair Street.

Water Meter Technician

Water Connects	21
Water Disconnects	29
Re-Reads	1,115
Door Knockers	45
Replaced Meter Boxes	2
Replaced Meter Lids	1
Hydrant Meter Set	2
Set meters	0

Street Department

March Work Orders

1. Sign maintenance.
2. Equipment maintenance.
3. Maintained streets, sidewalks and driveways.
4. Special pickups.
5. Limb pickups 4 days.
6. Leaf pickup 2 days.
7. Mowed ditch between Hwy. 77 & MLK Dr. approximately 600 feet.
8. Mowed ditch on Watts Avenue to ditch between MLK Dr. & Hwy. 77 approximately 350 feet.
9. Took out concrete driveway on 3rd Street due to slope and repoured.
10. Patched potholes in all Wards.
11. Assisted Sewer Department with sewer stoppage.
12. Checked outfall ditches and drains in all Wards.
13. Edged and cleaned sidewalks swept parking lots and cleaned up around the shop at Jim Trawick Park for opening baseball season.
14. Put mill material down on Warren Avenue between 2nd Street and 6th Street.
15. Hauled mill material that was purchased from Anderson-Columbia in Marianna.
16. Hauled off spoiled dirt to Washington County pit.
17. Assisted Water Department with water lines on Bennett Drive.

Inmate Crew performed the following:

Ward 1-Cut and cleaned from old Fire Department and North Railroad Avenue. Assisted with cleaning up Jim Trawick Park for opening baseball season. Cut all of Ward 1 once then went back and cut roads that needed to be done.

Ward 2-Cut and cleaned Communication Tower. Cut and cleaned Plum Avenue. Cleaned and cut 7th Street and Campbellton Avenue. Cut all of 2nd Ward. Cut TJ Roulhac field.

Ward 3-Cut all of 3rd Ward. Cleaned ditch on 7th Street between houses then back on 7th Street and East Blvd.

Ward 4-Cut Iona Street and 5th Street. Cut and cleaned North and South 5th Street. Cut 1st Street, 2nd Street, 3rd Street and Coleman Avenue, Sinclair Street and Forrest Avenue, Dalton Street, West Blvd., Westbourne Avenue, Cypress Avenue, Cherry Avenue, Estelle Avenue and Wells Avenue.

Vehicle/Equipment Maintenance

Gas Department

1. **Weekly**- Change Gas Charts.
2. **Weekly**-Check regulator station and odorant station.
3. **Monthly**- Check the voltage at the Rectifier Station.
4. **Monthly**- Conduct field odorant test.
5. **Monthly**- Check odorant station to ensure adequate odorant is injected into the system.
6. **Monthly** -Check cathodic protection in all wards.

Locates	39
Gas Calls	4
New Service – Upgraded	1
Pressure Test	1
Replaced Meters	1
Pulled Inactive Meters	0
Replaced Gas Warning Signs	36
Gas Availability Request	1
Abandonments	0
Gas Connects	0
Gas Disconnects	0

March Work Orders

1. Raised valve box at 6th Street and Hwy. 77.
2. Assisted Water Department with water leaks on Bennett Drive, moving a water line on Campbellton Avenue & Bennett Drive and replacing a water line at Pecan St. & Church Ave.
3. Spotted and located gas lines for contractors on Bennett Drive for paving project.
4. Assisted with re-reads for City Hall.
5. Ran new gas service to 1388 Forrest Avenue.
6. Assisted Building Maintenance with pressure washing City Hall and Jim Trawick Park.
7. Assisted Building Maintenance with installing new toilet paper dispensers in bathrooms at City Hall.

Animal Control

Animal Complaints	15
Cats Impounded	7
Dogs Impounded	1
Dog Bite Cases	0
Dead Animal Pick up	1